



COMMONWEALTH of VIRGINIA

Department of Emergency Management Training, Education and Exercise Division

Application for Adjunct Instructor for Public Information Officer (PIO)

Public Information training programs are those courses that address the needs of state and local officials assigned to duties related to the dissemination of public warning and information services. This includes the establishment and execution of Joint Information System / Joint Information Center operations. This recruitment is for part-time wage employees to instruct Public Information related courses on an "as needed" (irregular basis). These courses range from 1 to 5 work days (8 to 40 hours) of instruction and are conducted multiple times per training year. Candidates will be expected to train outside of the VDEM region in which they live up to twice a year.

Adjunct Instructors receive compensation for course preparation and delivery time and are reimbursed for travel costs (lodging, meals, and miles at state per diem rates) for each course delivery. If selected, candidates will need to complete a Train the Trainer course, maintain appropriate certifications and attend an annual refresher on course content.

Adjunct Instructors in this role would be utilized to instruct the multiple courses developed by the Federal Emergency Management Agency's Emergency Management Institute, other federal training partners and courses developed in-house by VDEM. Instructors would be expected to adhere to the basic curriculum while injecting Virginia-specific explanations and examples from their personal experiences as Emergency Managers. Some of these courses include:

- G-0290 – Basic Public Information Officer (16 hour)
- G-0291 – Joint Information System / Joint Information Center (8 hour)
- L-0105 – Public Information and Warning

NOTE: Not all adjunct instructors will be qualified to teach all the classes offered in this subject matter area. This list shows examples of the scope of courses offered.

Minimum Qualifications: Two years experience as a Public Information Officer for a public safety agency, other local or state government agency, healthcare facility, or related organization with an active role in emergency messaging as it relates to response and recovery to disasters and other emergency incidents. (Documentation of experience may be requested during the selection process.)

Completion of a recognized training course providing qualifications in techniques of instruction and adult education methodologies with experience applying these techniques in a professional setting. Some FEMA/State courses that have been identified as meeting this requirement include:

- G-0265 Instructional Delivery Skills / G-0141 Instructional Presentation and Evaluation Skills
- E-0262 Instructional Delivery for Subject Matter Experts
- E-0611 Instructing and Facilitating in the Classroom and Online
- PER-266 Instructor Training Certification
- NFA/VDFP Fire Instructor Certification
- DCJS General Instructor

- VDH/OEMS EMS Education Coordinator (Completed prior to 2018)

(Equivalents will be evaluated on an individual basis. Documentation of such training must be included with employment application submission.)

Successful completion of the following FEMA /EMI courses is required*:

- IS-0100 Introduction to the Incident Command System (On-line or classroom)
- IS-0200 ICS for Single Resources and Initial Action Incidents (On-line or classroom)
- IS-0700 National Incident Management System, An Introduction
- IS-0800 National Response Framework, An Introduction
- G-0289 or IS-0029 – Public Information Officer – Awareness
- G-0290 – Basic Public Information Officer
- G-0291 – Joint Information System / Joint Information Center

Certificates of completion or a verified transcript should accompany required VDEM Wage Employment Application.

Preferred Qualifications: (Completion of one or more of the following courses)

- E-0388 – Advanced Public Information Officer
- E-0389 – Master Public Information Officer
- E/L-0952 All Hazards Position Specific Public Information Officer
- IS-0042 Social Media in Emergency Management
- IS-0702 NIMS Public Information Systems
- PER-304 Social Media for Natural Disaster Response and Recovery (NDPTC)
- MGT-318 Public Information in a WMD/Terrorism Incident (TEEX)
- MGT-902 Advanced Public Information Officer: Health and Hospital Emergencies (CDP)

Completion of additional EMI and VDEM emergency management courses reflecting a broad knowledge of Emergency Preparedness expertise.

Additional Requirements: Pass Criminal and Professional Background Check and DMV Records Check

Instructor candidates will be required to demonstrate instructional skills in a classroom setting as part of the hiring process.

Certificates of completion should accompany required VDEM Wage Employment Application.

Submit completed VDEM Wage Employment Application, resume and required training certificates to:

Virginia Department of Emergency Management
Human Resources Division
10501 Trade Court
North Chesterfield, Virginia 23236
Phone inquiries: (804) 897-6500

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*Saving lives through effective emergency management and homeland security.
“A Ready Virginia is a Resilient Virginia.”*

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